



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 29.6

Subject: Impairment Program

Supersedes: DCS 29.6, 08/01/00

Local Policy: Yes

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

Effective date: 08/01/00

Revision date: 11/01/04

Application

To All Department of Children's Services Staff at Facilities Equipped With Sprinkler System Protection

Authority: TCA 37-5-101; TCA 37-5-102; NFPA 101 Life Safety Code

Policy

The Department of Children's Services shall establish operating procedures in the event of fire protection system/fire hydrant impairment. Impairment procedures shall be followed in order to minimize risks in the event of impairments to the fire safety system.

Procedures

A. Development of the emergency impairment program

The fire safety officer/fire and safety coordinator shall develop an emergency impairment program for the shutdown of sprinkler alarm valves, fire hydrants, and any other fire protection system. In accordance with *National Fire Protection Agency* (NFPA) 25 and NFPA 101, the program shall also address the following:

1. Notification of local fire officials (as necessary);
2. Documentation of shutdown dates and times; and
3. Alternate fire protection methods available.

B. Local policy

Each superintendent, DCS facility supervisors or designees must develop a written local policy to address the specialized needs for the impairment program at their facility. The local policy shall be reviewed annually thereafter and updated as needed to ensure that it covers any changes.

C. Role of the impairment coordinator

1. The facility officer in charge of a particular shift shall be designated to serve as the impairment coordinator.
2. Prior to the authorization of any pre-planned impairment, the designated impairment coordinator and fire safety officer/safety coordinator shall:
 - a) Inspect the area or building to be involved and determine the increased risks.
 - b) Consider the need for temporary protection and frequent inspections of the area involved and report resulting needs to superintendent/supervisor.
3. Maintain as large a portion of the system as possible in working order.

C. Reporting

1. Emergency impairments shall be reported to the fire safety officer/fire safety coordinator as soon as the impairments are discovered. The designated impairment coordinator shall immediately follow the same procedures as outlined for pre-planned impairments in *Section B.2*.
2. Upon restoration of all equipment after pre-planned and emergency impairments, the impairment coordinator shall notify the superintendent/supervisor and appropriate staff that protection has been restored.
3. An entry in the shift/ daily log will include reasons for the shutdown and actions taken.

D. Follow up inspection

In an institution, when all impaired equipment is restored to normal working order, the maintenance staff shall verify that all control valves are operating correctly.

Forms

None

Collateral Documents

None

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>Emergency Impairment:</i>	The unplanned break-down of any fire protection system and/or fire hydrants due to equipment failure.
<i>Impairment Coordinator:</i>	The facility officer in charge of a particular shift who is assigned to coordinate all impairments and restoration of protection.
<i>National Fire Protection Agency (NFPA):</i>	An international organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment. This includes everything from building code to the personal protective equipment utilized by firefighters while extinguishing a blaze.
<i>Pre-Planned Impairment:</i>	The planned, temporary shut-down of any fire protection system and/or fire hydrants for repairs or routine maintenance.